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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Logistics

DATE: 12 May 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

Office of Logistics concurrence has been submitted to the Regulations Control Staff regarding the following proposed Agency regulatory issuances:

25X1A

Chg. 1 to [REDACTED] Detailed Military Pay and Allowances.

Chg. 1 to [REDACTED] Detailed Military Personnel.

25X1A

b. Office of Logistics Notices and Instructions (continued item)

The following Office of Logistics Notice and Instruction have been issued:

LN 40-130-7, Logistics Officers Within the DD/P Area.
LI 90-400-1, Routing and Follow-up of Cables; procedure contained in this Instruction will become effective 16 May 1955.

25X1A

c. Freight Elevator at [REDACTED] (reopened & continued)

Delivery of the conveyor-type elevator at [REDACTED] Building will be made in approximately 60 days. Construction of the platform therefor will begin immediately.

25X1A

2. PROJECTS AND STUDIES IN PROCESSa. Survey of P&R Training Needs (continued item)

Conferences are being held with TSS to determine feasibility of providing internal training in photography for reproduction personnel.

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e. [REDACTED] Tour (new and completed item)

An orientation tour is being held this week for Supply Division personnel who have not previously had an opportunity to visit the Depot.

f. Special Tutorial Training (new and completed item)

Negotiations have been completed with OTR with regard to arranging special tutorial training in the care and handling of sensitive equipment for two ordnance technicians prior to their departure for field assignments.

g. Logistics Training for ORR Personnel (new and continued item)

A meeting was held with the Administrative Officer, ORR, on 11 May to discuss methods of providing logistics training on a limited basis for ORR logistics and clerical personnel.

h. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

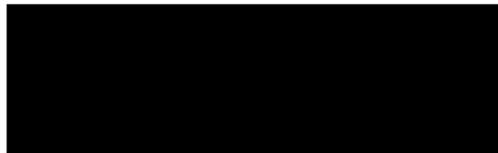
Post Office Mail

| | | |
|----------|--------|-------|
| Incoming | 4,333 | - 516 |
| Outgoing | 6,852 | + 253 |
| | 11,185 | - 263 |

| | | |
|------------------|----------|-----------|
| Postage Expended | \$782.54 | + \$12.09 |
|------------------|----------|-----------|

(2) Courier Activities

| | | |
|------------------------------|-------|-------|
| Scheduled Courier Trips | 327 | + 32 |
| Special Courier Trips | 178 | + 35 |
| Inter-Agency Mail by Courier | | |
| Incoming | 2,304 | - 7 |
| Outgoing | 2,759 | + 379 |
| | 5,063 | + 372 |



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